

# **DRAFT - FOR DISCUSSION PURPOSES ONLY**

## **NEW ADDITION TO PERSONNEL CODE**

### **ARTICLE III - EMPLOYMENT**

#### **Sec. 62-81. – Workplace Search Policy**

All offices, desks, computers, telephones, files, lockers, equipment, vehicles, etc. are the property of the Village and are issued for the use of employees for business purposes only during their employment with the Village. An employee has no reasonable expectation of privacy when using Village-owned vehicles, property or equipment. In this connection, the Village of Westmont reserves the right to inspect or search an employee's office, desk, computer(s), emails, voice mail, files, locker, vehicle, etc. or any other area on the Village premises, or property brought onto Village premises by an employee and used for business purposes, to the extent permitted by law. Personal property which is not a fixture of the worksite (such as a purse, briefcase, or lunch box) may be searched upon permission of the employee or for cause as part of an investigation, generally with the cooperation of law enforcement personnel. An inspection or search will typically be conducted based upon a reasonable suspicion of employee misconduct or criminal activity or for work-related purposes. The Village may conduct an inspection or search at any time, with or without notice, at the discretion of the Village. Inspections or searches shall be conducted by Village supervisors and/or their designees. The Village reserves the right to seize all drugs, paraphernalia, weapons or other contraband found on the Village's premises and may turn over such evidence to the appropriate authorities. An employee who fails or refuses to comply with this policy may be subject to disciplinary action up to and including discharge. The acceptance of, or continued employment with the Village, constitutes consent to all of the provisions of this search policy.